

CORRESPONDENCE HANDBOOK

July 1967

Revised

STATINTL



PROPOSED

NEW CORRESPONDENCE  
HANDBOOK

JULY 1967

B4

STATINTL



**SECRET**

(When Filled In)

<b>SPEED LETTER</b>	REPLY REQUESTED		DATE 31 July 1967
	YES	NO	LETTER NO.
TO : CIA Records Administration Officer ATTN:		FROM: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> 25X1	
<p>1. Reference your request of 24 July 1967 that I offer some suggestion as to how you might solve the correspondence handbook impasse.</p> <p>2. It is quite apparent that previous attempts to get the correspondence handbook off dead center have failed. Therefore, in the preparation of the attached, I have completely ignored the past, in so far as prior comments, drafts, etc., are concerned, and have adapted the OC handbook as I indicated sometime ago that I believed was adaptable for the Agency. This handbook is a more of the "do it yourself" type which sets forth in a rather simple form how to go about writing and assembling correspondence of the memorandum and letter type. I have left in true names, titles, etc. to give the guide a more realistic flavor. I have attempted to delete all purely OC references and made them Agency applicable. I also feel there should be a separate correspondence regulation. I prefer the title <u>guide</u> to <u>handbook</u>.</p> <p>3. I believe this guide would get you off the hook. However, there would still remain the editorial bottle-necks, etc., over which you do not have control. I have attempted to alleviate this possibility through a review committee. I, as you know by now, favor this type of approach. It serves to enlist others in participative management, and gives the benefit of combined knowledge. People are also more interested in pushing something they have helped build.</p>			
REPLY			
SIGNATURE			
RETURN TO ORIGINATOR			

FORM 5-61 1831

**SECRET**

~~SECRET~~

1. STATEMENT OF THE PROBLEM

There is an impasse in the development and publication of an Agency correspondence handbook.

2. DISCUSSION

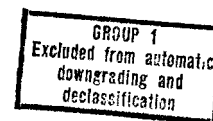
No attempt is made in ~~this~~ paper to follow the conventional staff study outline because the facts bearing upon the problem, as well as the scope and background of the problem are implicit in the discussion. Therefore, by launching immediately into the discussion of the problem, needless repetition is avoided.

a. There is no question but that correspondence administration is an element of the Agency records management program. Correspondence is inherent in the creation aspects of records management, and while not the only factor, it is a ~~major~~ contributor. Realizing this, the framers of HR ☐ included correspondence administration as a formal element of the Agency records management program and defined correspondence administration as, "The application of improved standards and procedures for preparing and handling correspondence."

b. When we speak of "correspondence" we are using a generic term covering a multiplicity of communication media, many of which serve special purposes and are covered by separate regulations within the Agency. From the standard terms ~~of standard terms~~ of letters and memoranda, we proceed into telegrams, teletapes, telepouch, cables, dispatches, and so on. Even the terms "letters," and "memoranda" assume special meanings depending upon the user and uses. Letters may be used as a communication media where a memorandum may have been adequate purely as a personal preference and depending upon the formality required. Memoranda may be

-1-

~~SECRET~~



used as inter- or intra-organizational communication media, or they may be means of recording conversations or submitting data to record. So, when we speak of correspondence, we are speaking of multifarious modes of communication in written form.

c. As there are many forms of correspondence, there are also many and diverse approaches to the formats, copies, and other aspects of correspondence preparation generally depending upon the personal preferences and organizational level of the correspondence originator. Exceptions, of course, are in those media which can be standardized through printed formats, multi-part sets, or are controlled by means of transmission. Standards otherwise, while they may be established are difficult to enforce, except as they navigate the organizational hierarchy and are subjected to the standards imposed by the highest reviewing or signing echelon.

d. The history of correspondence administration within the Agency has revealed an awareness of the above ramifications and deterrents to an all-inclusive set of correspondence standards under one cover. In the main, special correspondence media, such as cables, and dispatches have been subjected to separate and continuing standards, and have been excluded from an Agency-wide correspondence handbook. This leaves the categories of letters and memoranda as those media more common to all Agency elements, and hence, those for which Agency standards could be established. This has been attempted through the issuance of a "Correspondence Manual" in April, 1952; and HB [ ] in May, 1955. Minor revisions of HB [ ] involving forms, personnel changes, etc. were issued within the past two years.

25X1

25X1

~~SECRET~~

e. One of the difficulties in the establishment of correspondence standards, not to mention their implementation, is the profusion of experts, self-professed and otherwise who see themselves as capable of criticism without being constructive. This negative attitude results in the negativism of what is not wanted ~~rather~~ than what should be. Under such circumstances, especially where there is a tendency to accede to all views, standards are next to impossible to achieve with universal approval and acceptance.

f. Another problem area is that correspondence standards and procedures become identified with personal preferences ~~whether~~ <sup>whether</sup> by those in authority or by individuals adopting this authority. As these individuals change positions, so do the standards and procedures change with the new brooms. As noted above, the standards and procedures for correspondence administration are often dictated by the next higher organizational echelon, regardless of whether these standards are Agency-wide or not. It is common practice for a new administrator, or his executive officer, to have correspondence preferences communicated downward. Often included are the way signatures are to be placed, manner of assembling correspondence, etc. As a matter of fact, this is probably one of the first communications disseminated, if sent out at all. If not disseminated, secretaries have to play requirements by ear, and each maintains a personal ready-reference to correspondence procedures.

g. The autonomy enjoyed by the various Agency components renders the establishment of overall Agency correspondence standards and procedures difficult. This, however, need not be a deterrent to the publication of correspondence standards and procedures of a general nature, leaving these standards to be supplemented by the respective Agency components.

h.

~~SECRET~~

~~SECRET~~

h. There is no question but that a correspondence guide is a useful and necessary tool throughout the Agency from the lowest Agency organizational level to the highest. It is a records management function, however, and not a secretarial function. However, because of the lack of an integrated Agency records management program, the correspondence administration function has been defaulted to secretaries or receives no attention at all. This engenders a laissez faire environment where standards run the risk of becoming as varied as there are personal opinions.

i. Correspondence standards and control are basic to the minimizing of records creation.

j. The mechanism of an Agency Records Management and Archives Council would be a most appropriate means of determining correspondence standards. This would give, hopefully, expertise, and preliminary directorate level coordination. The lengthy and involved coordinating process, experienced thus far in trying to publish a handbook, would be reduced and this element of the program would be under the control of records managers where it belongs.

k. Records officers should be the ones to indoctrinate new personnel in respective component correspondence procedures as a supplement to that provided by the pool, or the Office of Training.

### 3. CONCLUSIONS AND RECOMMENDATIONS

a. An Agency correspondence guide can and should be issued. However, this guide should be limited to letters and memoranda, and should not cover style, punctuation, etc.

b. The current HB  is too involved.

c. Agency components be permitted and required to supplement the Agency guide with guides for special types of communication media, as well

-4-

~~SECRET~~

as implement the standards established in the Agency handbook with appropriate procedures.

d. The Office of Communications Memoranda and Letters Guide be used as a model for the Agency guide because of its simplicity and because of the current research it represents as to the DCI and the DDCI correspondence. An adapted version of the OC Guide is attached as TAB **B**

e. The Agency guide should be prepared in sufficient copies to permit coordination, if necessary, with component records officers, not secretaries, and that even here a deadline be established for such coordination.

f. A select committee of records officers sit in review of the various comments and present a final version. This committee should be chaired by a knowledgeable records officer not on the Records Administration Staff.

g. An Agency regulation be written concerning correspondence administration, providing broad outlines of responsibility, and giving regulatory weight to the provisions of the Guide. A proposed regulation is attached as TAB **A**.

h. The correspondence administration committee continue to sit for the review and further development of correspondence standards and procedures with respect to the GSA standards, if the committee should decide such standards are applicable to CIA.



CORRESPONDENCE HANDBOOK SUGGESTIONS.

1. Use Chapter I, Sections A, C, and E, with Exhibit I. However, these Sections should be edited for more precise language and for readability.
2. Eliminate Chapter IV of HB [redacted], could be placed under Section E, but only to the extent of briefly describing the numbering, etc.
3. Use the Office of Communications, Memoranda and Letters Guide, format throughout, and use the entire guide as the basic manual.

STATINTL

STATINTL

[redacted]  
Naturally I feel about the  
OC Manual as I do. One  
purpose was to reach lowest  
echelons. We reviewed  
correspondence in and out  
for deficiencies. We discussed  
with OC secretaries, and  
received guidance from Sec Reg,  
etc. I don't present it as the  
ultimate and it has weaknesses,  
but it works.

P.S.  
How about a series of  
records procedural manual?

RBC

STATINTL

~~SECRET~~Memoranda and Letters GuideIntroduction

## INTRODUCTION

## A. PURPOSE

Uniformity is essential to effective records management practices, and thus is basic to efficient correspondence administration as one of the elements of the CIA records administration program. Uniformity prevents confusion and misunderstandings in the implementation of procedures, and thus serves as a tool in the ease and speed of work production. Uniformity also provides for more expeditious training, and increases benefits through more effective personnel utilization. The purpose of this GUIDE is to provide for such uniformity in the preparation and handling of Agency memorandums and letters.

## B. SCOPE

As noted above, this GUIDE covers only memoranda and letters, which of the various types of ~~written~~ communication media used in the Agency are common to all components. By reason of its various activities, the Agency has special correspondence requirements in such media as cables, and dispatches. Thus these, and other media, are excluded from this GUIDE, but are provided for in supplementary issuances.

## C. GUIDE FORMAT

1. The material in this GUIDE is arranged in the order in which elements of correspondence would be considered by a writer or typist. Each Part is followed by exhibits, where

iii

~~SECRET~~

~~SECRET~~IntroductionMemoranda and Letters Guide

applicable, illustrating the forms and formats described.

2. The GUIDE is published in loose leaf form to allow insertion of changes, or supplemental instructions or procedures developed at operating levels. In order to facilitate ready reference in supplementary component material, it is suggested that this material be printed on a colored paper stock.

D. SUPPLEMENTAL ISSUANCES

1. Each Agency component is to establish appropriate intra-office procedures and correspondence control systems to insure the provisions of this GUIDE are implemented. These systems and procedures are to be an integral part of the component's records management program, and are to be under the ~~direction~~ of the records management officer. No standards or procedures, however, are to be issued contrary to the provisions of this GUIDE.

2. Regulations, covering standards and procedures, for special types of correspondence media are to be issued by the Agency component having a primary jurisdiction over such media.

E. CHANGES AND REVISIONS

Changes and revisions to this GUIDE will be reviewed by the CIA Records Administration Officer, who will also provide for their publication. All suggested changes and revisions are to be referred to the CIA Records Administration Officer through the component records management officer for prior review and evaluation.

~~SECRET~~

~~SECRET~~

MEMORANDA AND LETTERS GUIDE

CONTENTS

PREPARATION OF MEMORANDA AND LETTERS

*Supplement*

	<i>Part</i>
Memoranda . . . . .	1
Letters . . . . .	2
Correspondence for DCI and DDCI . . . . .	3 1
Review, Concurrence, Approval, and Signing Authority . . . . .	4 3
Forms of Address . . . . .	5 4
Assembling Memoranda for Forwarding . . . . .	6 5
Envelopes and Mailing . . . . .	7 6
Materials for Assembling and Forwarding Memoranda . . . . .	8 7
Registered Mail and Office of Security Mailing Procedures . . . . .	9 8

*Fundamentals / Bibliography*  
~~STYLE PRACTICES~~

~~7~~

~~SECRET~~

~~SECRET~~

MEMORANDA AND LETTERS GUIDE

PART I

I. Preparation of Memoranda

PREPARATION

OF

MEMORANDA

~~SECRET~~

~~SECRET~~

PREPARATION OF MEMORANDA

PART I

INDEX

	<i>page</i>
A. GENERAL . . . . .	1
B. STATIONERY . . . . .	1
C. COPIES REQUIRED . . . . .	1
D. MARGINS . . . . .	2
E. DATE . . . . .	2
F. PREPARATION . . . . .	2
G. BODY OF MEMORANDUM . . . . .	3
H. SUCCEEDING PAGES . . . . .	4
I. THE COMMAND (OR AUTHORITY) LINE . . . . .	4
J. SIGNATURE AND TITLE . . . . .	5
K. ATTACHMENTS . . . . .	5
L. SEPARATE COVER . . . . .	5
M. DISTRIBUTION OF COPIES . . . . .	5
N. IDENTIFICATION OF ORIGINATOR . . . . .	6
O. DEFENSE CLASSIFICATION AND CONTROL MARKINGS . . . . .	6
P. CONCURRENCE . . . . .	6
Q. COORDINATION . . . . .	7
R. RELEASE . . . . .	7
S. MEMORANDUM OF CONVERSATION . . . . .	7
T. STAFF STUDIES . . . . .	8
U. MEMORANDUM PROCESSING . . . . .	8

~~SECRET~~

~~SECRET~~

PREPARATION OF MEMORANDA

PART I

**A. General**

Memoranda are used for correspondence within and between agencies. The memoranda format may be used for corresponding with:

Agency components

Other government agencies (if informality is appropriate)

**B. Stationery**

1. Use CIA LETTERHEAD (or CIA Letterhead—Office of the Director or Deputy Director) stationery when addressing government agencies if correspondence is to be in memorandum form.

2. Use PLAIN BOND when addressing the Director, Deputy Director of Central Intelligence, Executive Director, the Deputy Directors of each component, and for multiple addressees.

3. Use OPTIONAL FORM 10, U. S. GOVERNMENT MEMORANDUM, internally in CIA, except as noted in paragraph 2. The form may also be used for informal memoranda with other agencies.

4. Use Form 1132, MEMORANDUM OF CONVERSATION, to record conversations with officials outside the Agency whenever the DCI, DDCI, or a Deputy Director is a participant or the conversation is of sufficient importance to be brought to their attention.

5. Use plain bond for MEMORANDUM FOR THE RECORD to record important conversations, data, or events when the use of Form 1132 or other form of record is not appropriate.

6. Use Form 1831, SPEED LETTER, a three-part form, no carbon required paper for simplified informal communications within the Agency.

**C. Copies Required**

1. Copies should be kept to a minimum. The official record copy should be prepared on yellow tissue. Generally, preparation will be:

Original	— addressee
Tissue	— courtesy copies (as necessary)
Yellow tissue	— yellow OC official record copy
White tissues for	— each information addressee, — coordinating officer(s) — (two if signer is DCI, DDCI, or DD/S) — any additional copies as necessary for internal distribution
Blue or green tissues	— chronological copy for originator

2. Memoranda for intra-office use may be reproduced by fast copy machine process, but memoranda for forwarding outside the

~~SECRET~~

~~SECRET~~**PART I****PREPARATION OF MEMORANDA**

Office of \_\_\_\_\_ must be prepared by typewriter, or on a "multilith" reproduction master. Memoranda reference(s) may be typed or reproduced.

**D. Margins**

When using plain bond or Agency letterhead, set the left margin of the text flush with the word "SUBJECT." Allow at least one inch for the margin at the right side and at the bottom of the page. Margins on the succeeding pages will correspond with those of the first page. Typing will begin ten or twelve lines from the top of the page. When using Optional Form 10, the left margin will be set even with the first word after the preprinted word, "SUBJECT." Margins on the succeeding pages will correspond with those of the first page.

**E. Date**

The date will be left blank when the memorandum is to be signed in another office, or when it is not to be signed the day it is typed. If the date is included, type it flush with the right margin about nine lines from the top of the page. The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year—as 30 November 1967.

**F. Preparation**

1. On Optional Form 10, United States Government Memorandum, the TO, FROM, SUBJECT, and DATE lines are preprinted. Typing shall begin two spaces after the colon. Example:

TO : Director of Communications

THROUGH : Director of Personnel

FROM : Director of Logistics

SUBJECT : Revision of  dated 1 January 1960

REFERENCE: Memo dtd. 15 Dec 67 from Dir. of Pers. to DD/S, same subject

2. When using letterhead or plain bond, the date is placed according to the length of the memorandum flush with the right margin, if it is to be entered. Five spaces below the date line the headings MEMORANDUM FOR, THROUGH (as appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(s) are typed in caps, flush with the left margin. The addressee, the subject and the

~~SECRET~~



~~SECRET~~

PREPARATION OF MEMORANDA

PART I

reference lines are typed in lower case with initial caps two lines apart. Example:

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : Request for Additional Space—Headquarters

REFERENCES : (a) HR  dtd 1 Apr 62  
(b) HR  dtd 9 May 62

3. A memorandum may be prepared for multiple addressees. The use of multiple addressee memoranda is encouraged to minimize preparation of individual correspondence. The addressees are listed following "MEMORANDUM FOR" or "TO." Example:

MEMORANDUM FOR: Director of Finance  
Director of Personnel  
Director of Logistics

SUBJECT : Space Allocation for the  
Office of Communications

4. If there is not enough space for the names of the addressees, type "see list below" and list the addressees flush with left margin two spaces below the title of the signing official or the attachments. Example:

Official's Name  
Director of Communications

Addressees:  
Director of Security  
Director of Personnel  
Director of Logistics

5. If the list of multiple addressees is extensive and space at the end of the correspondence is limited, the listing may be made on a separate page properly identified.

6. The format for a speed letter is preprinted. The contents of this form may be typed or handwritten. It is used for informal, internal correspondence.

**G. Body of Memorandum**

1. Begin the body of a memorandum four lines below the subject line or reference line. Paragraphs are numbered and single spaced unless there is only one paragraph which is eight lines or less. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively, with the Arabic numerals, and

~~SECRET~~

~~SECRET~~**PART I****PREPARATION OF MEMORANDA**

subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1.
  - a.
    - (1)
      - (a)
        1.
          - a.

2. On a memorandum addressed to the DCI, DDCI, or the Deputy Directors of the Agency components, the opening paragraph shall be worded to clearly indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs.

3. When the memorandum contains a recommendation for approval, which requires action by an official other than the addressee, these words will be typed on the original and all copies below the signature:

The recommendation(s) contained in paragraph(s)—is (are) approved.  
This line will be followed by a line for the addressee's signature and date line.

4. Short quotations of less than two lines are run into the text, enclosed with quotation marks. Longer quotations are indented five spaces from the left and right margins; quotation marks are used.

**H. Succeeding Pages**

1. Plain stationery is always used. Succeeding pages are numbered with Arabic numerals, centered three-fourths inch from the bottom of the page.

2. Begin the body of the memorandum eight or ten lines from the top of the page.

3. If the body of the memorandum is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page with the signature.

**I. The Command (or Authority) Line**

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. Officials signing **for the D/\_\_\_** will use, **FOR THE DIRECTOR OF (appropriate title--D/\_\_\_)**. The command line is typed in caps two lines below the last line of the text flush with the left margin, followed by a colon.

~~SECRET~~

~~SECRET~~

PREPARATION OF MEMORANDA

PART I

**J. Signature and Title**

The signer's name and title are typed five lines below the last line of the text or the command line. The name is typed in initial caps, except for the DCI's name, two spaces to the right of the center of the page. The title is centered immediately below and typed in initial caps only. The title may be placed on two lines to achieve the best appearance. Example:

(5 Spaces)

Joseph J. Joseph  
Chief, Appropriate  
Division or Staff

**K. Attachments**

Type "Att" flush with the left margin two spaces below the signature. If more than one attachment, use "Atts" preceded by the number. The attachment identification information will be listed immediately below the word "Att." Example:

2 Atts  
Att 1: Salary Chart (2cys)  
Att 2: Retirement Pamphlet (1cy)

**L. Separate Cover**

When material is to be sent under separate cover, type "Separate Cover" flush with the left margin two lines below the signature line. Beginning on the next line, list all items to be sent. Example:

3 Separate Cover  
Att 1: Blueprints of Bldg. X (2cys)  
Att 2: Contract for electrical changes (4cys)  
Att 3: List of Equipment (1cy)

**M. Distribution of Copies**

1. When it is desirable to indicate to an addressee that other persons or agencies are to receive copies, type lower case "cc" flush with the left margin two lines below the last typed line. List the recipients. Example:

cc: The Secretary of State  
The Secretary of the Army

2. Type the distribution of the original and all copies only on copies to be retained in the Agency.

~~SECRET~~

~~SECRET~~**PART I****PREPARATION OF MEMORANDA**

3. Type the word, "Distribution," two lines below the last typed line of the memorandum, i.e., the signature, attachments, etc. Below, list the original and copies as:

Distribution:

Orig & 1 — Addressee

1 — **OL** —RMS (yellow official record copy)

1 — **OL** —OS

2 — DD/S

X — as required

**N. Identification of Originator**

1. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is to be typed only on copies retained in the Agency, and to be flush with the left margin two spaces below the last typed line in the following manner:

**OL**—OS:  tu (15 Nov 67

2. When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials separated by a diagonal (/2345).

**O. Defense Classification and Control Markings**

1. If the memorandum contains classified information, the proper classification will be stamped at the center top and bottom of each page.

2. Other indicators, such as Group I, or warnings shall be stamped at the bottom of the first page of all (copies).

**P. Concurrence**

When concurrences are needed, special concurrence lines will be provided. These will be shown by typing concurrence flush with the left margin four lines below the signature line. To the right of the concurrence signature, type a solid line for the date. Example:

(5 Spaces)

**Official's Name**  
Director of Communications •

(4 Spaces)

CONCURRENCE:

(5 Spaces)

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

(5 Spaces)

\_\_\_\_\_  
Director of Logistics

\_\_\_\_\_  
Date

~~SECRET~~

**Page Denied**

~~SECRET~~

PART

PREPARATION OF MEMORANDA

**U. Memorandum Processing**

1. After a memorandum has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled in the following order and forwarded.

- a. Copies for the addressee.
- b. Copies to be sent to information addressees.
- c. (Yellow) official record copy.
- d. Headquarters file copies.

2. Attachments forwarded with the memorandum, either to the action addressee or to information addressees, should be firmly attached to the appropriate copy of the memorandum (see Part 6, Assembling Memoranda for Forwarding).

~~SECRET~~

~~SECRET~~

PREPARATION OF MEMORANDA

PART I

EXHIBIT 1

OPTIONAL FORM NO. 10  
5010-104

UNITED STATES GOVERNMENT

*Memorandum*

TO : Director of Logistics

DATE: 15 February 1968

FROM : Director of Communications

SUBJECT: Use of Optional Form No. 10, UNITED STATES  
GOVERNMENT MEMORANDUM, May 1962 Edition

REFERENCES: (a) Memo dtd 25 Oct 67 to DD/I, DD/S, DD/P, and  
DD/S&T fr Ex Dir-Compt., same subject  
(b) Memo dtd 5 Nov 67 to Ex Dir-Compt., thru  
DD/S fr DD/P, same subject

1. Optional Form 10 is used for informal correspondence within and between agencies. A memorandum prepared on this form may be addressed to more than one person. Although the number of copies of the memorandum should be kept to a minimum, a copy is required for each addressee shown in the "TO" line and in the "cc" line, when there is one.

2. If the text does not exceed 10 lines, the 8 by 5½ inch size form may be used. If it is longer, the 8 by 10½ inch size form is needed. Plain paper is used for succeeding pages of a memorandum.

3. Memoranda are initialed or signed. The name is typed at least one time on the memorandum. If the name is not shown in the "FROM" line, it is typed or stamped five lines below the text.

**Official's Name**

2 Atts

Att 1: EXHIBIT - 1

Att 2: Correspondence Handbook

1/ Distribution:

Orig & 1 - Addressee

1 - OC-RMS (official record copy, yellow)

1 - OC-A

1 - OC-OS

1/ (Do not type on the original and courtesy copy).

~~SECRET~~

## PREPARATION OF MEMORANDA

OPTIONAL FORM NO. 10  
5010-104

# Memorandum

1/ (Do not type on the original and courtesy copy).



~~SECRET~~

PREPARATION OF MEMORANDA

PART I

EXHIBIT 3

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

(Date signed)

**MEMORANDUM FOR:** Deputy Chief of Naval Operations, Air  
Department of the Navy

**SUBJECT :** Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the Director of Communications, Deputy Director of Communications, or Chief of Operations.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the official record copy; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, unclassified memoranda may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on two separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, (Form 240). Remember also to include a document receipt, if appropriate; do not seal the envelope(s).

**FOR THE DIRECTOR OF** \_\_\_\_\_ **:** \_\_\_\_\_ **(if signed by**  
**Date** \_\_\_\_\_ **the Chief of**  
**Operations)**

**Signature**  
**Title**

1/ **Distribution:**  
Orig & 1 - Adse  
1 - OC-RMS (yellow official record copy)  
X - as required

1/ (To be typed only on copies retained in CIA)

~~SECRET~~

~~SECRET~~

**PART I**

**PREPARATION OF MEMORANDA**

**EXHIBIT 4**

**CENTRAL INTELLIGENCE AGENCY**

**Memorandum of Conversation**

**DATE:** Actual date of conversation

**SUBJECT :** Enter the topic discussed. If more than one subject was covered, each shall be listed.

**PARTICIPANTS:** Procedures concerning maintenance of source security apply in listing the participants.

**COPIES TO :** Need-to-know principle shall apply.

1. This is to be used in reporting conversations with individuals outside the Agency. Form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If the Director or Deputy Director of Central Intelligence is a participant, the original and all copies are submitted to the DCI or DDCI for approval of the substance and the distribution. Other Memoranda of Conversation will go to the appropriate office. Chief or Deputy Chief of the Division or Staff, submit the original copy only for approval of the substance and the distribution.

3. In addition to this memorandum, a three-sentence summary will be prepared and dispatched to the addressees office immediately after the meeting or conversation, particularly on those which may determine or affect policy or which should be brought to the attention of the DCI or DDCI.

FORM NO. 1132  
1 FEB 57

(11-23-58)

~~SECRET~~

~~SECRET~~

PREPARATION OF MEMORANDA

PART I

**EXHIBIT 4 CONT.**

4. When a memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature  
Title

The recommendation contained in paragraph 4 is approved.

Richard Helms  
Director of Central Intelligence

Date

**Distribution:**

- Orig & 1 - Originator (DCI or DDCI when appropriate)
- 1 - OC-RMS (yellow official record copy)
- 2 - DD/S
- 1 - as required

OC-OS:  :it(date)

(Distribution shown on original and approval papers only.)

25X1

~~SECRET~~

~~SECRET~~

**PART I**

**PREPARATION OF MEMORANDA**

**EXHIBIT 5**

**MEMORANDUM FOR THE RECORD**

**DATE:** 15 February 1968

**SUBJECT:** Meeting with XXX

1. A Memorandum for the Record will be prepared to record important conversations, data, or events when use of Form 1132 or other form of record is not appropriate.
2. When the memorandum concerns a meeting, list the participants. Also, note if any action is necessary or if any commitments were made.
3. Identification symbols of the originator will be indicated in the lower left corner as illustrated even though the signature of the signing official is not the same.
4. Distribution of all copies will be shown on the original and all copies. The original and one copy will be forwarded to the Chief or Deputy Chief of the respective Division or Staff,

Joseph J. Joseph  
Chief, Appropriate  
Division or Staff

**Distribution:**

Orig & 1 - Originator  
1 - file  
X - as required

OC-OS:  :uh(date)

25X1

~~SECRET~~

~~SECRET~~

## PREPARATION OF MEMORANDA

PART I

## EXHIBIT 6

SECRET (When Filled In)	
SPEED LETTER	REPLY REQUESTED
	DATE Current Date
	LETTER NO. Omit
TO : <i>OL</i> Executive Officer	FROM: Chief, <i>OL</i>
ATTN:	
<p>The Speed Letter can be used for informal correspondence within the Office of (appropriate title) and is retained by the originator, two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.</p>	
<p style="text-align: right;"><i>Signature</i> SIGNATURE</p>	
REPLY	DATE Current Date
<p>The message on this form may also be handwritten, which makes it convenient if a typist or typewriter is not available.</p>	
<p style="text-align: right;"><i>Signature</i> SIGNATURE</p>	
RETURN TO ORIGINATOR	
FORM 1831	SECRET
RESPONDER'S FILE	
FORM 1831	SECRET
ORIGINATOR'S SUSPENSE	
FORM 1831	SECRET

~~SECRET~~

~~SECRET~~

MEMORANDA AND LETTERS GUIDE

PART II

PREPARATION  
OF  
LETTERS

II. Preparation of Letters

~~SECRET~~

~~SECRET~~

PREPARATION OF LETTERS

PART II

INDEX

	<i>page</i>
A. GENERAL . . . . .	1
B. STATIONERY . . . . .	1
C. NUMBER OF COPIES . . . . .	1
D. MARGINS . . . . .	1
E. DATE . . . . .	2
F. REFERENCE LINES . . . . .	2
G. ADDRESS . . . . .	2
H. ATTENTION LINE . . . . .	2
I. SALUTATION . . . . .	2
J. BODY OF LETTER . . . . .	3
K. SUCCEEDING PAGES . . . . .	3
L. COMPLIMENTARY CLOSE . . . . .	3
M. SIGNATURE AND TITLE . . . . .	3
N. ENCLOSURES . . . . .	4
O. DISTRIBUTION . . . . .	4
P. IDENTIFICATION OF ORIGINATING OFFICE . . . . .	4
Q. CLASSIFICATION . . . . .	5
R. SPECIAL POSTAL SERVICE . . . . .	5

~~SECRET~~

~~SECRET~~

PREPARATION OF LETTERS

PART II

**A. General**

Letters are used for correspondence with addressees outside the government and for formal correspondence with officials of government agencies. The letter format will be used for correspondence addressed to:

1. Other government agencies or their officials except where informality is appropriate.
2. Private individuals and organizations.

**B. Stationery**

1. Agency letters are prepared on letterhead or plain bond paper. Three types of letterhead are available:

- a. CIA Letterhead used for letters sent outside the Agency. (EXHIBIT I)
- b. CIA Letterhead (Office of the Director) for letters requiring signature of DCI. (EXHIBIT II)
- c. CIA Letterhead (Office of the Deputy Director) for letters requiring signature of DDCI or Executive Director-Comptroller. (EXHIBIT III)

2. Copies to accompany the above originals will be prepared as follows:

- a. Letterhead tissues to correspond with the above for courtesy copies.
- b. Plain "Letterex" tissue for extra copies.
- c. Yellow "Letterex" tissue for the official record copy.
- d. Pink, blue, and green "Letterex" tissue for special or chrono file copies.

**C. Number of Copies**

Courtesy copies of letters will be prepared as follows:

- 1 Letterhead tissue — courtesy copy to accompany the original.
- 1 white tissue — information copy, if necessary.
- 1 yellow tissue — official record copy.
- 2 white tissues — if signing official is DCI or his deputies
- 1 white tissue — if additional copies are needed.

**D. Margins**

The finished letter should have a well-balanced appearance. Allow at least one inch for the left, right, and bottom margins.

GUIDE FOR SIDE MARGINS

<u>Letter Length</u>	<u>Side Margins</u>	<u>Space for Text</u>
SHORT, up to 8 lines	1½ to 2" (18 to 24 spaces)	5 to 4" (60 to 48 spaces)
MEDIUM, 8-20 lines	1-1½" (12 to 18 spaces)	6-5" (72-60 spaces)
LONG, 20 lines and up	1" (12 spaces)	6 inches (72 spaces)

~~SECRET~~



~~SECRET~~

PART II

PREPARATION OF LETTERS

**E. Date**

Letters will be dated when signed. When the date is to be included, type it two to six lines below the last line of the address in the letterhead, depending on the length of the letter. Type the date to end flush with the right margin. The date is expressed by day, month, and year without punctuation—15 February 1968

**F. Reference Lines**

1. If reference lines are needed, type "In reply refer to," in the upper right of the page, two spaces below the date line. Immediately below, type the reference symbol.

2. If the addressee's reference is to be included, type "Your reference" two spaces below the date line or two spaces below sender's reference.

Example:

3 June 1968

In reply refer to:

OS -M-65-493

Your reference:

Per Mgt—A

**G. Address**

Type the address at the left margin, approximately 14 lines from the top of the page. See Part 5 on "Forms of Address" for proper titles, salutations, and complimentary close. Single space the address and arrange it in block style. No line of an address should be longer than four inches. When run-over lines are required, indent two spaces from the left margin. Limit the address to four lines.

Example:

Mr. John L. Rover  
Chairman, Geological Professional  
Association of the United States  
Billings, Montana ZIP Code Number

**H. Attention Line**

*An "Attention" line should be avoided.* When it is used, type "Attention" two lines below the address, block style.

**I. Salutation**

Place the salutation two lines below the address or the attention line when it is used. Type the salutation flush with the left margin followed by a colon. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line.

~~SECRET~~

~~SECRET~~

PREPARATION OF LETTERS

PART II

**J. Body of Letter**

1. Begin the body of the letter two lines below the salutation. Single space the body of the letter; double space between paragraphs. A letter of eight lines or less should be double spaced.
2. Paragraphs are indented five spaces but are not numbered. Each progressive subdivision of a paragraph is indented an additional five spaces.
3. A short quotation of less than two lines is run into the text enclosed by quotation marks.
4. A longer quotation is blocked five spaces from the left and right margins of the text. One terminal mark of punctuation is used with quotation marks. If several paragraphs are quoted, quotation marks are placed at the beginning of the first paragraph and at the conclusion of the quoted material with a single quotation mark at the beginning of each paragraph.

**K. Succeeding Pages**

1. Succeeding pages are numbered consecutively with Arabic numerals, centered one-half inch from the bottom of the page. *Numerals are typed without parentheses or dashes.* Succeeding pages of letters are also identified as follows:

Six lines from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used, if appropriate. Example:

Mrs. John Jones, 132 East Pine St., Selbyville, Ky.

or

Hon. Richard B. Randolph, U. S. Senate

2. Type the succeeding pages 10 lines from the top of the page. The methods of identifying the second and succeeding pages of memoranda and letters, as described in paragraph K, 1, above, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.

**L. Complimentary Close**

Type the complimentary close two lines below the last paragraph beginning two spaces to the right of the center of the page. The complimentary close, "Sincerely," will be used on correspondence prepared for the signature of the DCI.

**M. Signature and Title**

Center and type the name of the signer five lines below the complimentary close. Center the official's title immediately below his name. If a run-over line occurs in the title, indent the line two

~~SECRET~~

~~SECRET~~

PART II

PREPARATION OF LETTERS

spaces. The official's name and title are typed in initial caps.

Example:

Sincerely,

\*Richard Helms  
Director

\*Director's name is typed in all caps on memoranda only.

**N. Enclosures**

1. If an enclosure is identified in the text, type the word, "Enclosure," flush with the left margin, two lines below the signer's title. If more than one enclosure, use plural form and number.

2. If an enclosure is not identified in the text, type "Enclosure" flush with the left margin, two lines below the signer's title. Immediately below, indent two spaces and list each enclosure by title or in as few words as needed to identify the material.

3. When material is to be sent under separate cover, type "Separate Cover" flush with the left margin, two lines below the signer's title or any "Enclosure" notation. List the material, even though identified in the text, and send material to \_\_\_\_\_ for forwarding under separate cover.

**O. Distribution**

When copies of a letter are sent to persons other than the addressee, indicate by typing "cc" flush with the left margin, two lines below the preceding notation. List the names, one below the other. The distribution of the original and all copies is shown separately under the word, "Distribution," only on copies retained in the Agency. Immediately below, list the original and copies. Example:

cc: Director, Bureau of the Budget  
District Government

Distribution:

Original & 1 — Addressee  
1 — OS : P  
2 — DD/S  
1 — OS : RMS (yellow official record copy)  
x — as required

**P. Identification of Originating Office**

The official symbol of the originating office, the initials and last name of the originating officer, the initials of the typist, and the date of preparation will be typed at the left margin two lines below the last typed line of the distribution. These are typed on the carbons only. They never appear on the original and courtesy copy (or copies). Example:

OS :  dd (date)

~~SECRET~~

~~SECRET~~PREPARATION OF LETTERSPART II**Q. Classification**

The classification and any control markings are stamped in accordance with current Agency security regulation HR 10-23.

**R. Special Postal Service**

Instructions for mailing, such as AIRMAIL, SPECIAL DELIVERY, or REGISTERED, will be typed, in all caps, on the outer envelope two lines above and flush with the address. For example—AIRMAIL—SPECIAL DELIVERY.

**S. Typing Measurements**

Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

**Across the Page**

<u>Inches</u>	<u>Typing Strokes (Approx.)</u>	
	<u>Pica</u>	<u>Elite</u>
1 . . . . .	10	12
1 1/4 . . . . .	13	15
1 1/2 . . . . .	15	18
1 3/4 . . . . .	18	21

**Down the Page**

<u>Inches</u>	<u>Approximate Typing Lines (Pica or elite)</u>
1/2 . . . . .	3
1 . . . . .	6
1 1/4 . . . . .	8
1 1/2 . . . . .	9
1 3/4 . . . . .	11
2 . . . . .	12
2 1/4 . . . . .	14

~~SECRET~~

~~SECRET~~

PART II

PREPARATION OF LETTERS

EXHIBIT 1

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

~~SECRET~~

~~SECRET~~

PREPARATION OF LETTERS

PART II

EXHIBIT 2



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C. 20505  
OFFICE OF THE DIRECTOR

~~SECRET~~

~~SECRET~~

PART II

PREPARATION OF LETTERS

EXHIBIT 3



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C. 20505  
OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

~~SECRET~~

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

1 June 1968

In reply refer to:  
Mgt - Cor

The Correspondence Management Association  
132 Main Street  
Boston, Massachusetts 00000

Attention: Mr. J. J. Jones

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length may vary from  $1\frac{1}{2}$  inches to 2 inches; hence the writing line may vary from 60 to 48 typing spaces. The body is double spaced. Other parts of this letter are single spaced, with double spaces between.

Sincerely yours,

Charles R. Smith  
Director, Correspondence  
Manual Division

Enclosure:

Selected United States Government  
Publications, 1959, No. 9

~~SECRET~~



~~SECRET~~

**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20505

5 June 1968

Miss Mary Smith  
National Resources Commission  
Washington, D.C. 20505

Dear Miss Smith:

This manual is a guide to standard practices in Government correspondence. These practices, assembled by some of Government's best technicians, give Government letters a uniform and distinctive character.

The manual is divided into several parts. The first helps you to prepare communications written from person to person. They may be formal or informal letters. The second part contains information on how to prepare a memorandum. The third part prescribes the general procedures to be followed in the preparation of correspondence. This includes format, margins, dating, mailing instructions, etc. With these several parts, the manual should answer most of your questions about format and style and should enable you to work more efficiently.

Please feel free to supplement the manual with specific rules that apply to your job. Keep it on your desk at all times. Use it often. By using it, you may become the working partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

John J. Jones  
Chief, Employee Relations Division

Exhibit 5 Standard Letter Format

~~SECRET~~

~~SECRET~~

**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20505

(date when signed)

Name of Company or Organization  
Street Address  
City, State, Zip number

Attention: Name

Gentlemen:

This is an example of a letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a division or section of the organization, the name of the division or section is written in place of an individual's name. The attention line is inserted on the second line below the address and two lines above the salutation, if required.

Paragraphs are blocked. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is reason to break the paragraphs into subparagraphs, the units may be indented and numbered.

a. A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

b. Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of all paragraphs, except long quoted passages, extend from the left to the right margin.

The complimentary close is usually "Sincerely yours". It begins to the right of center of the page, two lines below the last line of the body of the letter.

The typed name of the signing official is centered five lines below the complimentary close. The title and organizational element are centered under the name. If two lines are required for the title, the second line will be centered below the first.

After the original and outgoing copies of a letter are removed from the typewriter, necessary information is added to copies remaining in the

~~SECRET~~

Exhibit 6. - Two-page Modified Block Style Letter

~~SECRET~~

Agency. At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten."

Sincerely yours,

John J. Smith  
Director, Management Office

Enclosures 2  
Correspondence Manual  
Tips on Typing

Separate cover:  
Correspondence Manual - 50 copies

cc: J. H. Jones  
Darrell Smith  
Richard Roe

Distribution: - (This part appears only on the official file copy.)  
Orig. - Addressee  
1 - Separate cover  
1 - Signer  
1 - File (with basic)  
1 - For separate cover  
x - as required

DDX/MO:ABrown:tuv(1 June 67)

Exhibit 7. - Last Page of a Letter

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Agreed - Too Complex  
What do you suggest?

1 June 1963

In reply refer to:  
OPD-X-3

Your reference:  
CorMan-A

(14 lines)

~~AIR MAIL -- CERTIFIED~~

Friends Secretarial and Correspondence  
Training Schools, Incorporated  
1112 St. Albans Street  
Reading, Pennsylvania

~~Attention: Mr. J. S. Smith~~

Gentlemen:

~~Subject:~~ Exhibit from Correspondence Manual showing standard format of  
Government letters

This exhibit shows the <sup>Layout</sup> lay out of a Government letter. No letter is  
likely to contain as many parts as are included here. The exhibit is  
intended as an all-inclusive format from which parts needed for a parti-  
cular letter are selected.

In all letters, the address begins 14 lines from the top of the page.  
With the address so placed, the letter can be sent in a window envelope.  
Items that follow the address, including the body of the letter, are  
moved up 2 lines each time an unneeded item is omitted.

Sincerely yours,

(5 lines)

Donald N. Johnson  
Director, Federal Management  
Division

Enclosures: (2)  
~~Correspondence Manual~~  
~~The Seven Keys to Better Faster Typing~~

~~Separate Cover:~~  
~~United States Government Printing Office~~  
~~Style Manual~~

~~cc: Training Officer~~  
~~Public Information Officer~~

~~FMD/TR:CJackson:ded(date)~~

(Should show distribution)

May not  
be needed

On Agency  
copies only

Exhibit 5 - Modified Block

~~SECRET~~

MEMORANDA AND LETTERS GUIDE

PART III

# SUPPLEMENT

CORRESPONDENCE PREPARED FOR THE  
SIGNATURE OF THE DIRECTOR OR DEPUTY  
DIRECTOR OF CENTRAL INTELLIGENCE

III. Correspondence for  
DCI and DDCI

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

INDEX

A. GENERAL . . . . .	<i>page</i> 1
B. STATIONERY . . . . .	2
C. DATE . . . . .	2
D. LETTER FORMAT . . . . .	2
E. MEMORANDUM FORMAT . . . . .	3
F. BRIEF SUMMARY . . . . .	4
G. EXHIBITS . . . . .	5

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

**A. General**

1. Action papers, i.e., papers requesting DCI or DDCI approval for an Agency action will be forwarded to the Office of the Director in an *original and one copy with attachments* and will be *routed to the DDCI and DCI through the Executive Director*. After action, the original will be returned to the originating component where it becomes the *official record copy*. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months; after which, it will be destroyed.

2. Information papers intended only to inform the DCI or DDCI (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and one carbon. The original will be returned to the originating component after the DCI, DDCI, and Executive Director have been informed with an indication to that effect on the memorandum. (As indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, and then destroyed. Officers attending interdepartmental meetings of importance to CIA should make a record of the meetings, indicating positions and recommendations of the CIA representative and, where appropriate, of others in attendance, and setting forth the actions required by CIA. These memoranda should be forwarded promptly to the Office of the Director.

3. Intelligence information memoranda for the DCI will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the DDCI and the Executive Director. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to ensure that all raw intelligence, special reports, or other information of interest or concern to the principal officers of CIA or of the Government are promptly called to the attention of the Office of the Director.

4. Memoranda or letters going outside the Agency prepared for the DCI or the DDCI's signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official," and one marked for the "Executive Registry." (Additional copies are to be determined by the originating office.) After signature, the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry, and the remainder will be controlled and disseminated as indicated by the office of origin. Secretaries should consult the *senior secretaries within their own division or office* for additional guidance on the preparation of memoranda and letters for the signature or approval of the DCI or the DDCI. *It is the*

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

*responsibility of the originating component to ensure that this material is properly prepared, coordinated, and assembled before it reaches the Office of the Director.*

~~5. Memoranda and letters prepared by the Office of Communications for the DCI, the DDCI, or the Executive Director must be forwarded through the DD/S.~~

6. DD/S requires two copies of each memorandum and letter prepared for his approval or signature. Distribution should be shown on the original of all approval papers prepared for the DD/S's signature. Example:

A paper requesting the DD/S's approval would show the following distribution: Orig. D/CO, 2 - DD/S, and other necessary distribution. If the action required or recommended is to be taken by another component other than D/CO (originator) such as the Director of Personnel, the distribution would read: Orig & 1 - OP, 2 - DD/S, 1 - D/CO, etc.

**B. Stationery**

1. Letterhead, bond, and tissue copy are available for memoranda and letters prepared for the signature of the Director and the Deputy Director.

2. Plain bond shall be used when addressing memoranda to the Director, Deputy Directors, and the Executive Director.

**C. Date**

Memoranda and letters prepared for the signature of the Director or the Deputy of Central Intelligence shall not be dated in the office of origin. Memoranda and letters addressed to the DCI and DDCI will be dated when signed.

**D. Letter Format**

1. Keeping in mind a "framed picture" appearance, set the margin accordingly. In most letters the address may be typed eight lines below the last line of the letterhead, flush with the left margin. The length of the letter will determine where the address should begin. The salutation is typed two lines below the address. Begin the body of the letter two spaces below the salutation and indent five spaces for each paragraph. The text is single spaced unless it is eight lines or less. (See examples of letter formats.)

2. The complimentary close for the Director is "Sincerely." The name and title will be centered five lines below the complimentary close. Examples:

Sincerely,

(5 Spaces)

(Name)  
Director

~~SECRET~~



~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

a. For the DDCI the complimentary close and signature shall be:

Sincerely,

(5 Spaces)

(Name)

(Military title, if any)

Deputy Director

b. Whenever the DDCI signs in the absence of the Director, the signature will be shown as:

Sincerely,

(5 Spaces)

(Name)

(Military title, if any)

Acting Director

3. Enclosures will be typed and identified on the original and all copies.

4. Identification of originator, typist, date of preparation, and the distribution of all copies will be shown on the internal copies only.

5. All envelopes, mailing slips, and document receipts will be prepared and attached in the office of origin. DCI signature tabs will be attached in the O/DCI. The order of assembly of the material is contained in the section entitled, "Assembling Memoranda for Forwarding."

**E. Memorandum Format**

On memoranda prepared for the signature of the DCI or DDCI:

1. The headings shall conform to general standards prescribed for other Agency memoranda.

2. Paragraphs will be numbered, except when the memorandum is addressed to the President or the memorandum consists of only one paragraph.

3. Five lines below the text and two spaces to the right of the center of the page, the signature of the Director or the Deputy Director of Central Intelligence shall be typed in initial caps, except on memoranda the DCI's name will be in all caps with the title centered immediately below. Example:

For the DCI

(Name)

Director

For the DDCI

(Name)

(Military title, if any)

Deputy Director

4. In the Director's absence, "Acting Director" is substituted for "Deputy Director" and Office of the Director stationery is used. Example:

(Name)

(Military title, if any)

Acting Director

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

5. When material is included with a memorandum for the signature of the DCI or DDCI, the abbreviation, "Att," will be typed on all copies. If more than one, the number will be shown.

6. Recipients of information copies outside the Agency will be indicated on the original and all copies at the left margin two spaces below the last typed line by typing "cc" followed by the recipient.

Example:

cc: Attorney General

7. On memoranda addressed for the signature of the DCI or the DDCI, the distribution is shown on internal copies only. The distribution may be shown on the back of the page if the memorandum fills the page. If an additional page is used, it should be properly titled to identify it with the body of the memorandum.

8. Attach a brief covering the memorandum explaining the purpose of the memorandum to be signed by the DCI. The entire file will be forwarded through the Deputy Director (Respective Component.)

9. On memoranda addressed to the DCI or the DDCI:

a. The headings shall conform to the general standards prescribed for Agency memoranda.

b. The first paragraph of the text shall state the purpose of the memorandum, approval, recommendation, information, etc., or indicate the paragraph in which the action is contained.

Example:

This memorandum is for information only. Particular reference is made to paragraphs \_\_\_\_\_ and \_\_\_\_\_.

c. Paragraphs will be numbered and single spaced with double spacing between paragraphs.

d. If material is transmitted with a memorandum to the DCI or DDCI, the abbreviation "Att" is typed on copies flush with the left margin and two lines below the signature line. If more than one attachment is transmitted, the number is indicated. Attachments may be identified in abbreviated form. Example:

2 Atts

Att 1: Memo, 15 February 1968

Att 2: TCA Contract (2)

e. Do not show the distribution on the original and courtesy copy.

**F. Brief Summary**

A three-sentence summary will be prepared and dispatched to the Director's office immediately after a meeting or conversation with officials outside the Agency, especially on those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

**G. Exhibits**

Exhibits of correspondence prepared according to the above guidelines are attached as follows:

- EXHIBIT 1 — Letter for Signature of DCI
- EXHIBIT 2 — Letter Format for Signature of DDCI
- EXHIBIT 3 — Memorandum for DDCI Signature
- EXHIBIT 4 — Cover Memo or Brief for Correspondence for DCI
- EXHIBIT 5 — Memorandum for DCI Action Requiring Signature for Approval
- EXHIBIT 6 — Office of Communications Correspondence Addressed to the Office of the Director

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 1

(Note: Memoranda to the  
President is double spaced)



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

(Date left blank)

The Honorable Dean Rusk  
The Secretary of State  
Washington, D. C. 20520

Dear Mr. Secretary: (Find out if the person signing the  
letter knows the addressee personally,  
for instance, well enough to use his  
first name.)

This is an example of a letter prepared for the sig-  
nature of the Director of Central Intelligence. Letters  
will be forwarded to the Director through the Deputy  
Director for Support with a cover memorandum explaining  
the purpose of the letter to be signed by the Director.

When a second page is required, use plain stationery;  
margins will correspond with those on the first page, and  
typing of the letter will begin four lines below the iden-  
tification line. The succeeding pages are numbered with  
Arabic numerals, centered about one-half or three-quarters  
of an inch from the bottom of the page.

Sincerely,

(Name)  
Director

(To be typed on file copies only).

D/CO:JWCoffey:jts(15Feb68

CONCUR:

Distribution:

Orig & 1 - Addressee

1 - ER

1 - DCI (signing  
official)

2 - DD/S

1 - D/CO

1 - \_\_\_\_\_ (yellow official record copy)

25X1A9a

R. L. Bannerman

Deputy Director  
for Support

Date

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

EXHIBIT 2



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

The Honorable (name)  
The American Ambassador  
City, Country

Dear Mr. Ambassador: (Find out if the person signing the letter knows the addressee personally; for instance, well enough to use his first name.)

This is an example of a letter prepared for the signature of the Deputy Director of Central Intelligence. Generally, this type of letter would be prepared for the signature of the Director. However, a notation accompanying the incoming letter stated that the letter be prepared for the Deputy Director's signature.

A cover memorandum or brief explaining the purpose of the letter should also be prepared. The cover memorandum and the letter for signature should be forwarded through the Deputy Director for Support.

The number of copies prepared should include an original and one for the addressee, one for the signer, one for the Executive Registry, two for the DD/S, and whatever additional copies the originator may decide.

Sincerely,

(Name)  
(Military title, if any)  
Deputy Director

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 2 CONT.

(To be typed on file copies only)

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

Date

D/CO: JWCoffey:mpd(15Feb68)

Rewritten: EA-DD/S:RBF:msq(16Feb68)

Distribution:

- Orig & 1 - Addressee
- 1 - ER
- 1 - DD/CI (signing official)
- 2 - DD/S
- 1 - Originator's copy
- 1 -       -RMS (yellow official record copy)
- X - other copies as required

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

EXHIBIT 3



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

MEMORANDUM FOR: Director of Another Agency  
Director of Federal Commission

SUBJECT : General Information

1. This is an example of a memorandum prepared for the signature of the Deputy Director of the Agency. The same format will be followed in preparing a memorandum for the Director's signature.

2. Letterhead stationery for the Office of the Director or the Deputy Director of Central Intelligence is available. Tissue copies with corresponding letterheads should be used when courtesy copies are needed. Additional copies shall be prepared on plain tissue and a yellow copy for the official record copy.

3. A well-balanced appearance can be achieved by carefully considering the length of the message and adjusting the margins carefully. The text should begin four lines below the subject line. The body of the memorandum is single-spaced unless the text is 8 lines or less. Double spacing will also be used when preparing a memorandum to the President.

4. Paragraphs should be numbered unless the memorandum contains only one paragraph. Paragraphs are never numbered in a memorandum to the President nor in a letter.

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 3 CONT.

5. A cover memorandum explaining the purpose of the attached memorandum to be signed by the DD/CI is required.

(Name)  
(Military title, if any)  
Deputy Director

Att  
(Identify if necessary)

cc: General Counsel (to be typed on all copies retained in CIA).

D/CO:JWCoffey:mv(date prepared)

Distribution:

- Orig & 1 - Addressee
- 1 - Originator's copy
- 1 - (yellow official record copy)
- 1 - ~~Executive~~ Registry
- 1 - DD/CI (signing official)
- 2 - DD/S

~~SECRET~~



~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

EXHIBIT 4

(DATE)

BRIEF FOR: Director of Central Intelligence

SUBJECT : Inter-Agency Correspondence Standards

1. This Agency is contributing suggestions for the development of inter-agency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

(Name)

Director of \_\_\_\_\_

Distribution:

- Orig & 1 - Addressee
- 1 - Originator's copy
- 1 - \_\_\_\_\_ (official record copy, yellow)
- 2 - DD/5

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 5

(DATE)

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Support  
SUBJECT : Inter-Agency Correspondence Standards

1. This illustrates a memorandum submitted to the DCI for action and his approval signature. The first paragraph should state the purpose of the memorandum and request for the approval of the recommendation in paragraph \_\_\_\_\_.

2. The memorandum will include a space for an approval signature. If concurrence by the Deputy Director is necessary, prepare a concurrence line. The originating officer is responsible for all coordination before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and all attachments included.

(Name)  
Director of \_\_\_\_\_

Att  
Identify

CONCURRENCE:

\_\_\_\_\_  
Deputy Director for Support                      Date

The recommendation contained in paragraph \_\_\_\_\_ is approved.

\_\_\_\_\_  
Richard Helms  
Director of Central Intelligence                      Date

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

EXHIBIT 5 CONT.

Distribution:

Orig - Addressee (for return to action (Distribution  
1 - ER office via DD/S) shown on origi-  
1 - DD/S Chrono nal and approval  
1 - DD/S Subject (W/Held) papers only)  
1 - (any information addressee)  
1 -            (yellow official record copy)  
X - Others as necessary

NOTE: If, for instance, the DD/P, General Counsel,  
or any other office outside the DD/S were to sign  
CONCURRENCE on this approval memo, the concurrence  
lines would appear above the approval line.

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 6

(DATE)

Agency and component's MEMORANDA AND LETTERS

ADDRESSED TO THE OFFICE OF THE DIRECTOR

1. Originators will insure that all such memoranda open with a sentence similar to one of the three below:

a. "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_."

b. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_."

c. "This memorandum suggests action on the part of the DCI (or DDCI, Executive Director-Comptroller, or DD/S); this action is contained in paragraph \_\_\_\_\_."

2. In the place provided for the approving signature, the following statement shall be typed: "The recommendation(s) in paragraph \_\_\_\_\_ is (are) approved." On the same sheet requesting approval by the DCI, DDCI, or the Executive Director-Comptroller, provision will be made for the concurrence of the DD/S and other appropriate officers including a place for the date as shown on the following page.

~~SECRET~~

~~SECRET~~

CORRESPONDENCE FOR DCI AND DDCI

PART III

EXHIBIT 6 CONT.

ORIGINATOR:

\_\_\_\_\_  
(title) \_\_\_\_\_ Date \_\_\_\_\_

CONCURRENCES:

\_\_\_\_\_  
Director of Logistics \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director of Personnel \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Deputy Director for Support \_\_\_\_\_ Date \_\_\_\_\_

The recommendation contained in paragraph 4 is approved.

\_\_\_\_\_  
Deputy Director of Central Intelligence \_\_\_\_\_ Date \_\_\_\_\_

Show full distribution pattern on all internal copies.  
Copies must be provided for all coordinators (2 cys always  
for DD/S). Memoranda or letters prepared for transmittal  
outside the Agency will provide for concurrence(s), on  
the carbon copy marked ER copy.

~~SECRET~~

~~SECRET~~

PART III

CORRESPONDENCE FOR DCI AND DDCI

EXHIBIT 6 CONT.

3. In every case of a memorandum for the Office of the Director, that copy which is returned to the originating component is the official record copy. The originating official is responsible for evaluating it for permanent or temporary retention.

4. Do not use staples on DCI mail - just binderclips.

5. Informal guidance concerning Mr. Helms' personal references in the format of correspondence are:

a. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director  
Department of .....  
0000 1st Street, N. W.  
Washington, D. C. 00000

rather than

Mr. John W. Smith  
Director  
Department of .....  
0000 1st Street, N. W.  
Washington, D. C. 00000

b. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk  
The Secretary of State

SUBJECT :

~~SECRET~~

~~SECRET~~

MEMORANDA AND LETTERS GUIDE

PART **IV**

REVIEW, CONCURRENCE, APPROVAL,  
AND SIGNING AUTHORITY

~~SECRET~~

4  
Review, Concurrence, Approval  
and Signing Authority

~~SECRET~~

REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY

PART **IV**

INDEX

	<i>page</i>
A. GENERAL . . . . .	1
B. INDICATING APPROVAL AS AN INTEGRAL PART OF A MEMORANDUM . . . . .	1
C. RESPONSIBILITY FOR REVIEW AND CONCURRENCES . . . .	2
D. AUTHORITY TO SIGN MEMORANDA . . . . .	3

~~SECRET~~



~~SECRET~~REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITYPART **IV****A. General**

1. Officials other than the originator shall indicate their review by signing above their organizational designation at the bottom of the yellow official record copy.

2. Concurrences may be indicated on the original and all copies of memoranda which will not leave the Agency, when it is desired that concurrences be made an integral part of the memorandum. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles. To provide for these signatures, type the word, "CONCURRENCE," flush with the left margin, four lines below the signature line. Beginning five lines below the word, "CONCURRENCE," even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line, type the official's title flush with the left margin. To the right of the signature line, type a solid line for the date. Center and type the word, "Date," beneath this line. Repeat this arrangement for each concurring signature desired. Leave five lines between each signature line.

(4 Spaces)

**CONCURRENCES:**

(5 Spaces)

\_\_\_\_\_  
Director of Logistics\_\_\_\_\_  
Date

(5 Spaces)

\_\_\_\_\_  
Director of Personnel\_\_\_\_\_  
Date

3. On memoranda prepared for the signature of the DCI or the DDCI, one of the two copies forwarded for retention in the registry files will bear the signature and title of the originator and each concurring officer. The originator and concurring officials' signatures should be identified by the words, "ORIGINATED BY" and "CONCURRENCES," respectively. The second copy for retention in the files of the O/DCI and all other Agency copies need not bear the signatures; typewritten names will suffice.

**B. Indicating Approval as an Integral Part of a Memorandum**

1. To eliminate preparing additional memoranda at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word, "APPROVED," in all caps begun one or two spaces to the right of the center of the

~~SECRET~~

~~SECRET~~

**PART IV REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY**

page and five lines below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word, "Date," beneath the line. Two lines below, type in the approving official's name in initial caps and center his title beneath. Example:

(Signature of Signer)

(5 Spaces)

APPROVED: \_\_\_\_\_ Date

(2 Spaces)

**Official's Name**  
Director of Communications

2. Consider the following requirements when an approval line is used:

a. In addition to the original, *which is usually returned to the originating official for necessary action*, prepare a copy for retention by the approving official. Furnish two copies, if the approving official is the Director of CIA or one of his Deputies.

b. Action of the approving official shall be indicated on all copies.

c. Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

**C. Responsibility for Review and Concurrences**

1. It is the originating official's responsibility to secure all necessary reviews and concurrences within his organizational element and to provide adequate routing of the memoranda to other offices for concurrence. "Provide adequate routing" includes a review of the assembled memoranda to ensure that routing slips bear the names of every office concerned.

2. Reviewing officials shall sign or initial originals and copies in the spaces provided. Qualified concurrences or non-concurrences shall be indicated and the reasons, therefor, typed to the right of the official's signature on the original and all copies of the memorandum. The copy for the reviewing official will be forwarded from the office of the signing official after the document is signed.

3. It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date the action was taken, and any other notations of concurrence or qualified concurrence on each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

(5 Spaces)

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

~~SECRET~~

~~SECRET~~

RETYPE  
REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY

PART IV

#### D. Authority to Sign Memoranda

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. The extent to which this authority is delegated further within a component should be established in a supplemental issuance.

~~1. Memoranda addressed horizontally shall be signed by an official at the same level as that of the addressee or by a person to whom specific authority has been delegated.~~

~~2. Memoranda directed upward shall be signed by or directed through the Chief of the element immediately below that of the official to whom addressed.~~

~~3. Memoranda directed downward shall be signed by or directed through the Chief of the element immediately above that of the official to whom addressed.~~

~~September 1966~~

~~SECRET~~

3

~~SECRET~~

**PART IV REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY**

**EXHIBIT 1**

CONCURRENCES AND APPROVAL

It is recommended that the verbal agreement described herein be concluded officially.

**Official's Name**  
Director of Communications

CONCURRENCES:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Logistics

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
R. L. Bannerman  
Deputy Director  
for Support

\_\_\_\_\_  
Date

Distribution:

- Orig & 1 - Addressee
- 1 - D/P
- 1 - D/OL
- 1 - D/CO
- 2 - DD/S
- 1 - OC-RMS (official record copy, yellow)
- X - as required

~~SECRET~~

~~SECRET~~

OFFICE OF COMMUNICATIONS  
MEMORANDA AND LETTERS GUIDE

PART V

V. Forms of Address

FORMS OF ADDRESS

~~SECRET~~

~~SECRET~~

FORMS OF ADDRESS

PART **V**

**A. General**

1. The form of address, salutation, and complimentary close are frequently based on the background, experience, and personal relationship of the person signing the letter and the person receiving the letter, as well as on its purpose.

2. The following forms of address are conventional forms in general use. They may be varied under certain conditions. For example:

"Honorable" may be replaced by a title such as "General," "Dr." or "His Excellency." All Presidential appointees except Cabinet Officers are addressed as "The Honorable," and federal and state elective officials are addressed as "Honorable." As a general rule, county and city officials, with the exception of mayors, are not addressed as "Honorable." A person once entitled to "Judge," "General," "Honorable," "His Excellency," or a similar distinctive title may retain the title throughout his lifetime.

3. In salutations to persons in positions that may be held by men or by women, only the title, "Mr.," is shown in the examples given here.

When a woman occupies the position, the title, "Madam," is substituted for "Mr." before such formal terms as "President," "Vice-President," "Chairman," "Secretary," "Ambassador," and "Minister." The title, "Miss" or "Mrs.," is substituted for "Mr." when the surname, rather than formal title, follows.

4. When inter-agency mail is delivered in Washington, D. C., by the official mail and messenger service "Washington, D. C.," may be omitted from the letter and the envelope.

5. Open punctuation is used in addresses. Figures are used for numbered addresses and for numbered streets designated by the ordinals beginning with 10th. Numbered streets designated by ordinals below 10th are spelled out. Additional ZIP Code Numbers may be obtained from the Agency's Mail Room.

**B. Forms Of Address**

The forms of address, the address to be used in a letter, and the envelope, as well as the salutation and complimentary close for each type of correspondence, are shown in EXHIBIT 1.

~~SECRET~~

~~SECRET~~

FORMS OF ADDRESS

PART V

INDEX

	page
A. GENERAL . . . . .	2
B. . . . .	2

~~SECRET~~

~~SECRET~~

PART V

FORMS OF ADDRESS

TULAS

EXHIBIT 1

## FORMS OF ADDRESS, SALUTATION, AND COMPLIMENTARY CLOSE

ADDRESSEE	ADDRESS (Use proper ZIP code)	SALUTATION AND COMPLIMENTARY CLOSE <u>1/</u>
The President	The President The White House Washington 25, D. C.	Dear Mr. President:  Respectfully yours,
The Vice President	The Vice President United States Senate Washington 25, D. C.	Dear Mr. Vice President:  Respectfully yours,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington 25, D. C.	Dear Mr. (surname):  Sincerely yours,
American Ambassador (man)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Mr. Ambassador:  Very truly yours,
American Ambassador (woman)	Honorable (full name) American Ambassador (Complete address) <u>2/</u>	Dear Madam Ambassador:  Very truly yours,
American Minister (man)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Mr. Minister:  Very truly yours,
American Minister (woman)	Honorable (full name) American Minister (Complete address) <u>2/</u>	Dear Madam Minister:  Very truly yours,

1/ If the Director or Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely." EXCEPTION: Letters addressed to The President or Vice President carry "Respectfully yours."

2/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

~~SECRET~~



~~SECRET~~

## FORMS OF ADDRESS

PART V

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
American Consul, Consul General, or Vice Consul	(Full name), Esq. American Consul (Complete address)	Dear Mr. (surname):  Very truly yours,
Diplomatic Representative (foreign)	His Excellency (Name) Ambassador (or Minister) of (country) (Complete address) <u>1/</u>	Dear Mr. Ambassador: or Dear Mr. Minister:  Very truly yours,
President of the Senate	Honorable (full name) President of the Senate Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Committee Chairman United States Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington 25, D. C.	Dear Senator (surname):  Very truly yours,
Senator	Honorable (full name) United States Senate Washington 25, D. C.	Dear Senator (surname):  Very truly yours,
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives Washington 25, D. C.	Dear Mr. Speaker:  Very truly yours,
Committee Chairman House of Representative	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,

1/ If the diplomatic representative is an Ambassador, the office is called an Embassy. If the representative is a minister, the office is a Legation.

4

~~SECRET~~

~~SECRET~~Part **V**

FILL IN ADDRESS

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Representative	Honorable (full name) House of Representa- tives Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
The Chief Justice	The Chief Justice The Supreme Court Washington 25, D. C.	Dear Mr. Chief Justice:  Very truly yours,
Justice of the Supreme Court	Mr. Justice (full name) The Supreme Court Washington 25, D. C.	Dear Mr. Justice (sur- name): Very truly yours,
Judge	Honorable (full name) Judge of the (name of court) (Street address) (City, zone, State)	Dear Judge (surname):  Very truly yours,
Secretary of State	The Honorable The Secretary of State Washington 25, D. C. or The Honorable (full name) The Secretary of State Washington 25, D. C.	Dear Mr. Secretary:  Very truly yours,  Dear Mr. (surname):  Very truly yours,
Postmaster General	The Honorable The Postmaster General Washington 25, D. C. or The Honorable (full name) The Postmaster General Washington 25, D. C.	Dear Mr. Postmaster Gen- eral: Very truly yours,  Dear Mr. (surname):  Very truly yours,

~~SECRET~~

5

~~SECRET~~

## FORMS OF ADDRESS

PART V

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Attorney General	The Honorable The Attorney General Washington 25, D. C. or The Honorable (full name) The Attorney General Washington 25, D. C.	Dear Mr. Attorney General: Very truly yours,  Dear Mr. (surname):  Very truly yours,
Secretary of Defense	The Honorable The Secretary of Defense Washington 25, D. C. or The Honorable (full name) The Secretary of Defense Washington 25, D. C.	Dear Mr. Secretary:  Very truly yours,  Dear Mr. (surname):  Very truly yours,
Secretary of the Army Secretary of the Navy Secretary of the Air Force	Honorable (full name) Secretary of the (service) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Under Secretary of (any Department)	The Honorable (full name) The Under Secretary of _____ Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Assistant Secretary of (any Department)	The Honorable (full name) The Assistant Secretary of _____ Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Director of the Bureau of the Budget	Honorable (full name) Director, Bureau of the Budget Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,

~~SECRET~~

~~SECRET~~PART ~~V~~

FORMS OF ADDRESS

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
The Comptroller General	Honorable (full name) The Comptroller General of the United States Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Civil Service Commission	Civil Service Commission Washington 25, D. C.	Commissioners:  Very truly yours,
Head of an Independent Agency	Honorable (full name) Administrator (Name of agency) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
The Public Printer	Honorable (full name) The Public Printer Government Printing Office Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
President of a Board	Honorable (full name) President (Name of board) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chairman of a Board	Honorable (full name) Chairman (Name of board) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chairman of a Commission	Honorable (full name) Chairman (Name of commission) Washington 25, D. C.	Dear Mr. (surname):  Very truly yours,
Chief of Staff (Army or Air Force)	General (full name) Chief of Staff United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,

~~SECRET~~

~~SECRET~~

## FORMS OF ADDRESS

PART V

ADDRESSEE	ADDRESS	SALUTATION AND COMPLIMENTARY CLOSE
Chief of Naval Operations	Admiral (full name) Chief of Naval Operations United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Navy	(Full rank and name) Judge Advocate General United States Navy Washington 25, D. C.	Dear Admiral (surname):  Very truly yours,
Judge Advocate General, Army or Air Force	(Full rank and name) Judge Advocate General United States Army (or Air Force) Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commandant (USMC)	The Commandant United States Marine Corps Headquarters, USMC Washington 25, D. C.	Dear General (surname):  Very truly yours,
Commissioned Officer - Admiral through Com- mander (Navy and Coast Guard); Gen- eral through 2d Lt. (Army, Air Force, USMC)	(Full rank and name) 1/ (Position or organiza- tion title if known) (Name of station) (City, State)	Dear (rank and sur- name): 2/  Very truly yours,
Commissioned Officer - Lt. Commander through Ensign (Navy and Coast Guard)	(Full rank and name) 1/ (Position or organiza- tion title if known) (Name of station) (City, State)	Dear Mr. (surname):  Very truly yours,

1/ Include service designation (i.e., USA, USAF, USN, USCG, USMC) if appropriate.

2/ Address a Lt. Colonel as "Colonel," a 1st or 2d Lieutenant as "Lieutenant."

~~SECRET~~

~~SECRET~~

OFFICE OF COMMUNICATIONS  
MEMORANDA AND LETTERS GUIDE

PART VI

ASSEMBLING MEMORANDA FOR FORWARDING

VI. Assembling Memoranda  
for Forwarding

~~SECRET~~

~~SECRET~~

ASSEMBLING MEMORANDA FOR FORWARDING

PART VI

INDEX

	<i>page</i>
A. ASSEMBLING MEMORANDA . . . . .	1
B. FORWARDING MEMORANDA . . . . .	3

~~SECRET~~

~~SECRET~~

ASSEMBLING MEMORANDA FOR FORWARDING

PART VI

**A. Assembling Memoranda**

1. Final responsibility for the correct assembly of memoranda rests with the originator. (See PART 1, Para. U, EXHIBIT I). Memoranda correctly assembled will include the following items, as appropriate, in the sequence indicated:

- a. Transmittal or Routing Slip, Routing and Record Sheet, as appropriate.
- b. Original and courtesy copy, if any, clipped together. (On external memoranda protect original with thin tissue.)
- c. Addressed penalty indicia or plain envelopes, as appropriate, for the original and courtesy copy with a postage slip attached, if required.
- d. Information copies for addressees outside CIA with addressed envelopes and completed postage slips attached, if required.
- e. Information copies (or concurring officials' copies) for distribution within the Agency with addressed routing slips stapled to the copy.
- f. Official record copy (yellow tissue)
- g. Original incoming memoranda, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the memoranda.
- h. Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the (yellow) official record copy is to be retained at either of these levels, prepare an additional copy on plain yellow tissue for \_\_\_\_\_RMS. Therefore, an extra copy (or copies) will be prepared on plain white tissue as appropriate for the DDS and the office of the Director.
- i. Return copy (if desired) with addressed routing slip for its return.
- j. Reference material for return to reference sources.
- k. "Hold Back" copy (if desired).

**2. In addition to the foregoing:**

- a. A completed Document Receipt, Form 615, be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.
- b. Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.
- c. Enclosures will be attached by clips to the original or copies transmitting them.
- d. Assembly reference tabs will be attached whenever their use will expedite the review and approval of memoranda. DCI signature tabs should not be attached in office of origin. These will be attached in O/DCI.
- e. The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips properly completed and attached to respective material.
- f. If necessary, material should be fastened together with paper clips and made a part of the completed assembly by binder clips. Staples should be used with discretion; consideration being given to the amount and type of handling the memoranda may receive.

~~SECRET~~

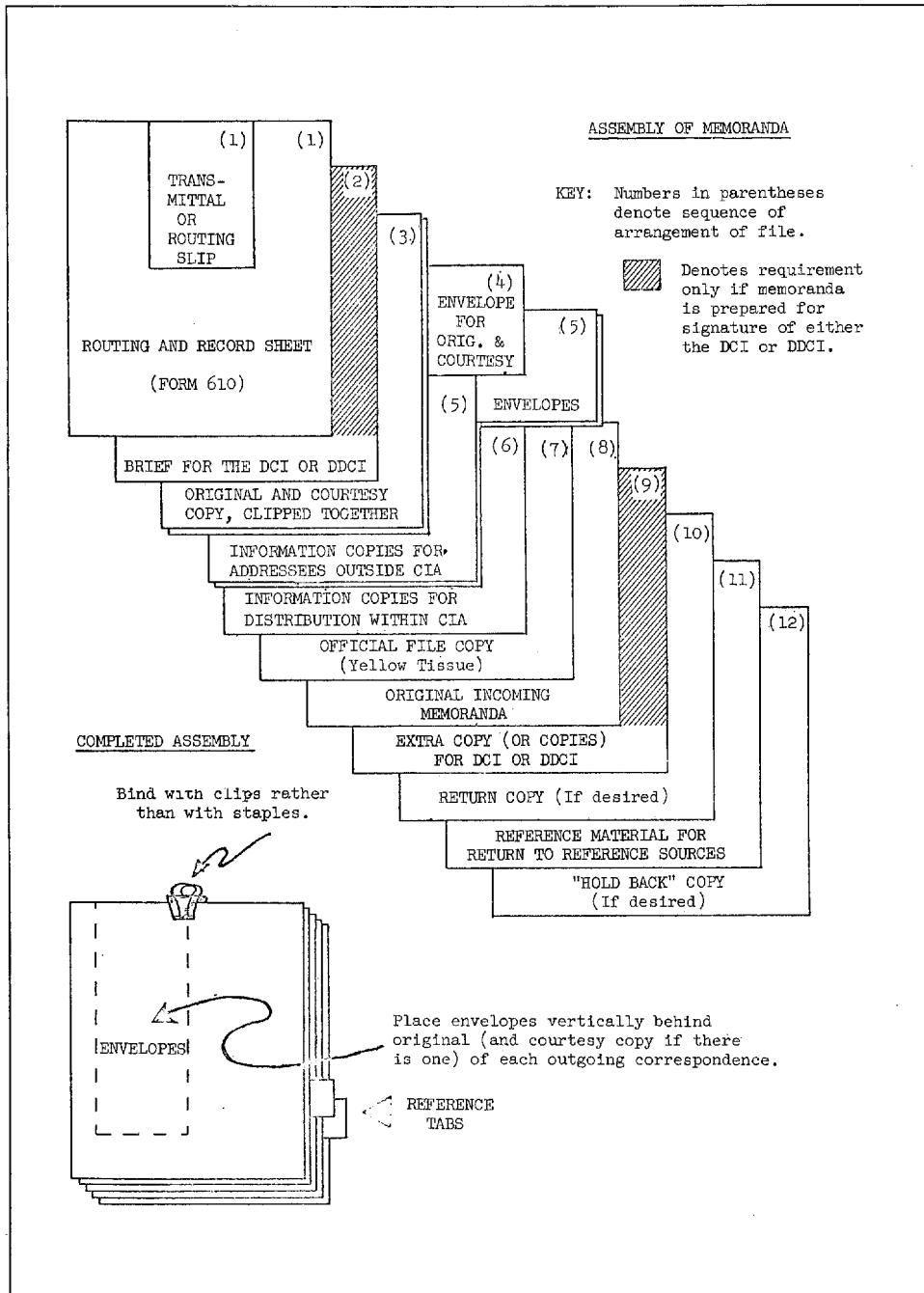


~~SECRET~~

PART VI

ASSEMBLING MEMORANDA FOR FORWARDING

EXHIBIT 1



~~SECRET~~

~~SECRET~~

ASSEMBLING MEMORANDA FOR FORWARDING

PART VI

g. If it is anticipated that memoranda will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

**B. Forwarding Memoranda**

Memoranda will be assembled and forwarded through prescribed channels to —RMS for control, processing, and forwarding. Only transmittal media complying with the security requirements of current CIA security regulations will be used.

~~SECRET~~

~~SECRET~~

OFFICE OF COMMUNICATIONS  
MEMORANDA AND LETTERS GUIDE

PART VII

ENVELOPES AND MAILING

VII. Envelopes and Mailing

~~SECRET~~

~~SECRET~~

ENVELOPES AND MAILING

PART VII

INDEX

	<i>page</i>
A. GENERAL . . . . .	1
B. TYPES . . . . .	1
C. USE . . . . .	1
D. ADDRESSING ENVELOPES FOR TRANSMITTAL OUTSIDE CIA . . . . .	2
E. ADDRESSING INTER-OFFICE MAIL . . . . .	2

~~SECRET~~

~~SECRET~~

ENVELOPES AND MAILING

PART VII

**A. General**

When mail is prepared for transmittal, it is important that the proper envelope is used to ensure correct handling. Window envelopes should be used whenever possible. When a window envelope cannot be used for security reasons, select a regular envelope of the appropriate size.

**B. Types**

The Agency uses both penalty indicia and plain envelopes, as well as penalty indicia labels on packages. The penalty clause, "Penalty for Private Use to Avoid Payment of Postage \$300," appears in the upper right corner of the penalty indicia envelopes and labels. The following types of envelopes are available (some contain preprinted Agency addresses):

**1. Penalty Indicia Envelopes**

White envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
White window envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ "  
Manila envelopes, 12" x  $9\frac{1}{2}$ "  
Labels, gummed, 5" x 3"

**2. Plain Envelopes**

White envelopes,  $3\frac{1}{2}$ " x 6",  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
White with opaque shading inside,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
White window envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ "  
White, Air Mail, red and blue border,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ " (both plain and opaque shading inside) and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ " manila envelopes, various sizes from  $5\frac{7}{8}$ " x  $3\frac{3}{4}$ " through 18" x  $14\frac{1}{2}$ ".

**3. Multipurpose Envelopes**

The multipurpose envelopes are encouraged for internal routing. These envelopes are designed with a window pocket attached to the outside to accommodate a courier receipt being used as an address label, a 3" x 5" card, or paper on which the address is written. The envelopes may be reused by removing the addressed paper or card and inserting a new one properly addressed. Multipurpose envelopes are available in manila sizes 12" x 10" and 16" x 10".

**4. Chain Envelopes**

U.S. Government messenger envelope, Form 65, sizes 12" x  $9\frac{1}{2}$ " and 16" x 12" may be used for sending material between government offices and agencies unless prohibited by security or operational requirements. When using the chain envelope, enter the Stop Number (if known) for the addressee's agency in the space labeled "Stop."

**C. Use**

The use of penalty indicia in lieu of postage stamps, is a matter of convenience and economy to the government. Official mail qualifying for transmission under penalty indicia is broadly limited to

~~SECRET~~

~~SECRET~~

**PART VII**

**ENVELOPES AND MAILING**

official letters, memoranda, enclosures, etc., that are reasonably related to the subject matter of the material. Penalty indicia should not be used for:

1. Mail on which additional postage is required, such as air mail, mail for most foreign countries, or mail weighing over four pounds.
2. Personal mail and other unofficial mail, even though a postage stamp is affixed over the penalty clause.
3. Inner envelopes used for double sealed material.
4. Mail sent outside the Post Office channels (by messenger or courier). In addition, do not place labels on penalty indicia envelopes.

**D. Addressing Envelopes for Transmittal Outside CIA**

1. In addressing an envelope, begin typing approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter.
2. If memoranda are to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps, two lines above and flush with the address.
3. If memoranda are to be dispatched by AIR MAIL, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words, "AIR MAIL," in all caps, two lines above and flush with the address.
4. Inter-Agency Mail—If contents of mail being sent to another government agency is unclassified, indicate on the envelope the addressee, the room, and Stop Number. Do not use a penalty indicia envelope. (Delivery is made by U. S. Official Mail and Messenger Service.)
5. If memoranda are classified either SECRET or CONFIDENTIAL and are to be transmitted outside the Agency, attach two envelopes properly addressed.
6. If memoranda are classified, attach Form 240, Courier Receipt. Indicate the office, room number, and building. Do not include the Stop Number. (Delivery is made by Agency courier.)

**E. Addressing Inter-Office Mail**

1. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:
  - a. Office of origin.
  - b. Office designation of addressee (position title or name may be added if desired).
  - c. Building designation.
  - d. Room number.
2. In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Deliver to Addressee" in addition to information required in paragraphs a through d above.

~~SECRET~~

~~SECRET~~

OFFICE OF COMMUNICATIONS  
MEMORANDA AND LETTERS GUIDE

PART VIII

MATERIALS FOR ASSEMBLING  
AND FORWARDING MEMORANDA

VIII. Materials for Assembling and  
Forwarding Memoranda

~~SECRET~~

~~SECRET~~

MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA      PART VIII

INDEX

	<i>page</i>
A. REFERENCE TABS . . . . .	1
B. PRIORITY TAG, FORM 160 . . . . .	1
C. TRANSMITTAL SLIP, FORM 241 . . . . .	2
D. OFFICIAL ROUTING SLIP, FORM 237 . . . . .	3
E. ROUTING AND RECORD SHEET, FORM 610 . . . . .	4
F. COURIER RECEIPT AND LOG RECORD, FORM 240 . . . . .	5
G. DOCUMENT RECEIPT, FORM 615 . . . . .	6
H. POSTAL SLIP, FORM 239 . . . . .	7

~~SECRET~~



~~SECRET~~

MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA      PART VIII

**A. Reference Tabs**

This form is an invaluable aid to officials reviewing memoranda. It is particularly helpful when memoranda is bulky or is to be reviewed for concurrence or approval by several officials. Reference tabs are designed for repeated use. They are attached with paper clips. These tabs are available at the Building Supply Office.

OFFICIAL  
FILE  
COPY

Form  
163

SIGNATURE

CONCUR

APPROVAL

**B. Priority Tag, Form 160**

This form aids in expediting the routing and processing of memoranda whenever other than routine handling is required. The tag is colored, size 3" x 1½", and is reusable.

**PRIORITY**

Form No. 160  
1 Dec 56      Use Previous Editions      (13)

~~SECRET~~

~~SECRET~~

PART VIII MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA

**C. Transmittal Slip, Form 241**

This slip is used for transmitting memoranda and other material within Headquarters when only one addressee per document is involved.

<b>TRANSMITTAL SLIP</b>		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION
<b>FORM NO. 241</b> <b>1 FEB 55</b>		
REPLACES FORM 36-8 WHICH MAY BE USED.		
☆ GPO : 1957—O-439445 (47)		

~~SECRET~~

~~SECRET~~MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA      PART VIII**D. Official Routing Slip, Form 237**

Memoranda or other material routed in consecutive order to two or more parties in Headquarters are transmitted by Official Routing Slips.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1					
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 2-61 237 Use previous editions (40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-567282

~~SECRET~~

~~SECRET~~PART VIII MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA**E. Routing and Record Sheet, Form 610**

The extent of review and concurrence in offices through which memoranda may pass is often indefinite. Therefore, for memoranda of more than a routine nature, provisions should be made for extended routing. The form provides space for added comments and serves as a protective covering over the original.

<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> INTERNAL USE ONLY	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET
---------------------------------------	---	---------------------------------------	---------------------------------

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				
2.				
3.				
14.				
15.				

FORM 3-62	<b>610</b>	USE PREVIOUS EDITIONS	<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> INTERNAL USE ONLY	<input type="checkbox"/> UNCLASSIFIED
-----------	------------	-----------------------	---------------------------------	---------------------------------------	---	---------------------------------------

(8/2)

~~SECRET~~

~~SECRET~~MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA      PART VIII**F. Courier Receipt and Log Record, Form 240**

All envelopes or packages containing material classified CONFIDENTIAL and above, transmitted between buildings within or outside CIA, are customarily accounted for by a Courier Receipt. Receipts are prepared in an original and two copies. Copy one is inserted in the window pocket or securely attached to the envelope or package without a window pocket. Copies 2 and 3 contain logging information for use by the originator and the recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. Copy 3 becomes the log record in the receiving office.

FROM		NO. <b>E 492608</b>
		DATE
TO: _____		TYPE OF MATERIAL
		ENVELOPE (S)
		PACKAGE (S)
		OTHER
ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.		
SIGNATURE OF RECIPIENT (NOT INITIALS)		DATE AND TIME OF RECEIPT
<b>COURIER'S RECEIPT</b>		<b>1</b>
FORM 6-60 240	USE PREVIOUS EDITIONS	(24-25)
<del>tear off before using [illegible]</del>		
<b>COURIER RECEIPT AND LOG RECORD</b>		

~~SECRET~~

~~SECRET~~PART VIII MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA**G. Document Receipt, Form 615**

A Document Receipt is required for all memoranda classified **SECRET** or **CONFIDENTIAL** transmitted outside CIA. Its use is optional for classified memoranda transmitted within the Agency. Document Receipts are prepared in an original and one copy. The original is transmitted with the memoranda; the duplicate copy is retained by \_\_\_\_\_ until the original bearing the recipient's signature is returned. The duplicate copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY <b>DOCUMENT RECEIPT</b>			<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)			ROOM	BLDG.	DATE DOCUMENT(S) SENT	
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>						
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS	
<b>RECIPIENT</b>						
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))			
			OFFICE		DATE OF RECEIPT	

FORM 615 USE PREVIOUS EDITIONS (33)

**TO: CIA RECIPIENT**  
Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

**TO: NON-CIA RECIPIENT**  
Place signed receipt in envelope and transmit to:

drop → CENTRAL INTELLIGENCE AGENCY  
2430 E STREET NW.  
WASHINGTON 25, D.C. Stop 64  
20505

\* GPO : 1962 O - 661602

~~SECRET~~

~~SECRET~~MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA PART VIII**H. Postage Slip, Form 239**

1. A Postage Slip shall be completed and attached to each memorandum which will require special postage or handling. In completing the slip, indicate the type of mailing service desired, and fill in each pertinent space, except the box marked for use by "Central Mail Only." In addition, type the words, "DO NOT METER," if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover each letter in the group of letters if each letter in the group requires only first class postage. For such cases, type the word, "various," in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addressees.

2. Postage Slips will be required when the originator of registered memoranda desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

SEE INSTRUCTIONS ON REVERSE SIDE.				REQUEST FOR POSTAGE		
REQUIRED SERVICES						
<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY)				
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> FILM OR BOOK RATE					
<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> INSURED (VALUE _____)					
<input type="checkbox"/> REGISTERED	<input type="checkbox"/> SPECIAL HANDLING					
<input type="checkbox"/> RETURN RECEIPT*	<input type="checkbox"/> DELIVER TO ADDRESSEE ONLY*					
*AVAILABLE ONLY ON REGISTERED AND INSURED MAIL						
ADDRESSEE				CENTRAL MAIL ONLY		
ADDRESS				DISPATCHED		
				DATE	TIME	CLERK
ORIGINATING OFFICE				POSTAGE AFFIXED		
DATE	EXTENSION	BY				
FORM 7-62 <b>239</b> Use previous editions						

~~SECRET~~

~~SECRET~~MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDAPART VIII**I. DOCUMENT CONTROL, Form 238**

This six-part form is designed to provide intra-office mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

FORM NO. 238 1 MAY 56		REPLACES FORM 98-1 WHICH IS OBSOLETE		DOCUMENT CONTROL (13-40) (MFG. 3-55)	
SEC. CL.		ORIGIN		CONTROL NO.	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
TO FROM SUBJ.				ROUTING	DATE SENT
COURIER NO.		ANSWERED	NO REPLY	1	
COURIER NO.		ANSWERED	NO REPLY	2	
COURIER NO.		ANSWERED	NO REPLY	3	
COURIER NO.		ANSWERED	NO REPLY	4	
COURIER NO.		ANSWERED	NO REPLY	5	
COURIER NO.		ANSWERED	NO REPLY	6	

~~SECRET~~



~~SECRET~~

OFFICE OF COMMUNICATIONS  
MEMORANDA AND LETTERS GUIDE

PART IX

REGISTERED MAIL AND OFFICE  
OF SECURITY  
MAILING PROCEDURES

~~SECRET~~

~~SECRET~~

REGISTERED MAIL AND  
OFFICE OF SECURITY MAILING PROCEDURES

PART IX

INDEX

	<i>page</i>
A. GENERAL . . . . .	1
B. PROCEDURES . . . . .	1

~~SECRET~~

~~SECRET~~

REGISTERED MAIL AND  
OFFICE OF SECURITY MAILING PROCEDURES

PART IX

**A. General**

*United States postal regulations require that return addresses on registered mail include the name of the Agency. Domestic memoranda and letters with a defense classification of SECRET or CONFIDENTIAL forwarded outside the Agency ~~is also component~~ marked as registered mail will be accompanied by a completed Form 239, EXHIBIT I, or Form 1637, EXHIBIT II.*

**B. Procedures**

Each ~~one division/Agency~~ component is responsible for preparing the envelopes and the documentation required for all correspondence it forwards through registered mail facilities.

1. The return address to be used for official *overt domestic* mail when there are no security restrictions is:

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C. 20505

Penalty indicia envelopes will be used. The return address will be placed in the left corner above the notation, "official business," and needs no other sender identification.

2. Mail forwarded as registered mail using the Agency as the return addressee is to be accompanied by a copy of Form 239, "Request for Postage," with the appropriate blocks completed. (See EXHIBIT I.) The originating office should be shown **along** with the originator's true name on the form.

3. When the identity of the Agency must be protected, letter drops are to be used.

*Penalty indicia envelopes will not be used.*

4. Mail forwarded with a letter drop as the return address is sent to the Office of Security Mail Room and is to be accompanied by Form 1637, "Request for Office of Security Mailing," rather than Form 239. This form is to be completed as shown. (See EXHIBIT II.) The true name of the originator may also appear on the form as the sender.

~~SECRET~~

## OFFICE OF SECURITY MAILING PROCEDURES

SEE INSTRUCTIONS ON REVERSE SIDE.		<b>REQUEST FOR POSTAGE</b>		
<b>REQUIRED SERVICES</b>				
<input type="checkbox"/> FIRST CLASS <input checked="" type="checkbox"/> AIR MAIL <input type="checkbox"/> SPECIAL DELIVERY <input checked="" type="checkbox"/> REGISTERED <input type="checkbox"/> RETURN RECEIPT*	<input type="checkbox"/> PARCEL POST <input type="checkbox"/> FILM OR BOOK RATE <input type="checkbox"/> INSURED (VALUE _____) <input type="checkbox"/> SPECIAL HANDLING <input type="checkbox"/> DELIVER TO ADDRESSEE ONLY*	<input type="checkbox"/> OTHER (EXPLAIN FULLY)		
<div style="border: 1px solid black; width: 100%; height: 100%; background-color: white;"></div>		<b>CENTRAL MAIL ONLY</b>		
		<b>DISPATCHED</b>		
		DATE	TIME	CLERK
ORIGINATING OFFICE <b>OC (Sender's True Name)</b>		POSTAGE AFFIXED		
DATE	EXTENSION			BY
<b>15 Feb 68</b>	<b>5381</b>			
FORM 7-62 <b>239</b> Use previous editions				

<b>SECRET (WHEN FILLED IN)</b>						NO. <b>139870</b>
<b>REQUEST FOR OS MAILING</b>						
<b>SECTION I</b>		<b>THIS SECTION FOR SENDER'S USE ONLY (TYPE OR PRINT)</b>				
CASE NO. <b>169479</b>		MAIL AT (CITY AND STATE) <b>WASHINGTON, D. C. 20005</b>				
<b>METHOD OF MAILING (CHECK AS APPROPRIATE)</b>						ADDRESSEE
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY <b>XX</b>	<input type="checkbox"/> FIRST CLASS	<input checked="" type="checkbox"/> REGISTERED	<input type="checkbox"/> RECEIPT REQUESTED		<b>U. S. ARMY COMMUNICATIONS SERVICE GROUP</b>
PARCEL POST		OTHER: (EXPLAIN)				ADDRESS
NAME OF SENDER <b>OC (Sender's True Name)</b>						<b>IBM CORPORATION 9000 W. Lyon St. New York, 22, N. Y. 10001</b>
OFFICE <b>RMS</b>				EXTENSION <b>5381</b>		DOCUMENT NO
<b>SECTION II THIS SECTION FOR OS USE ONLY</b>						
INITIALS OF RECIPIENT			DATE RECEIVED		[REDACTED]	
REMARKS						
<b>SENDER'S COPY</b>						
<b>SECRET</b>						(25-38)
<b>OS COPY</b>						
<b>SECRET</b>						(25-38)
<b>FIELD OFFICE COPY</b>						